

Section 8.2 FUNCTIONS MENU

Leave /OT Request (Timekeepers)

Employee Leave/OT Request (Employee)

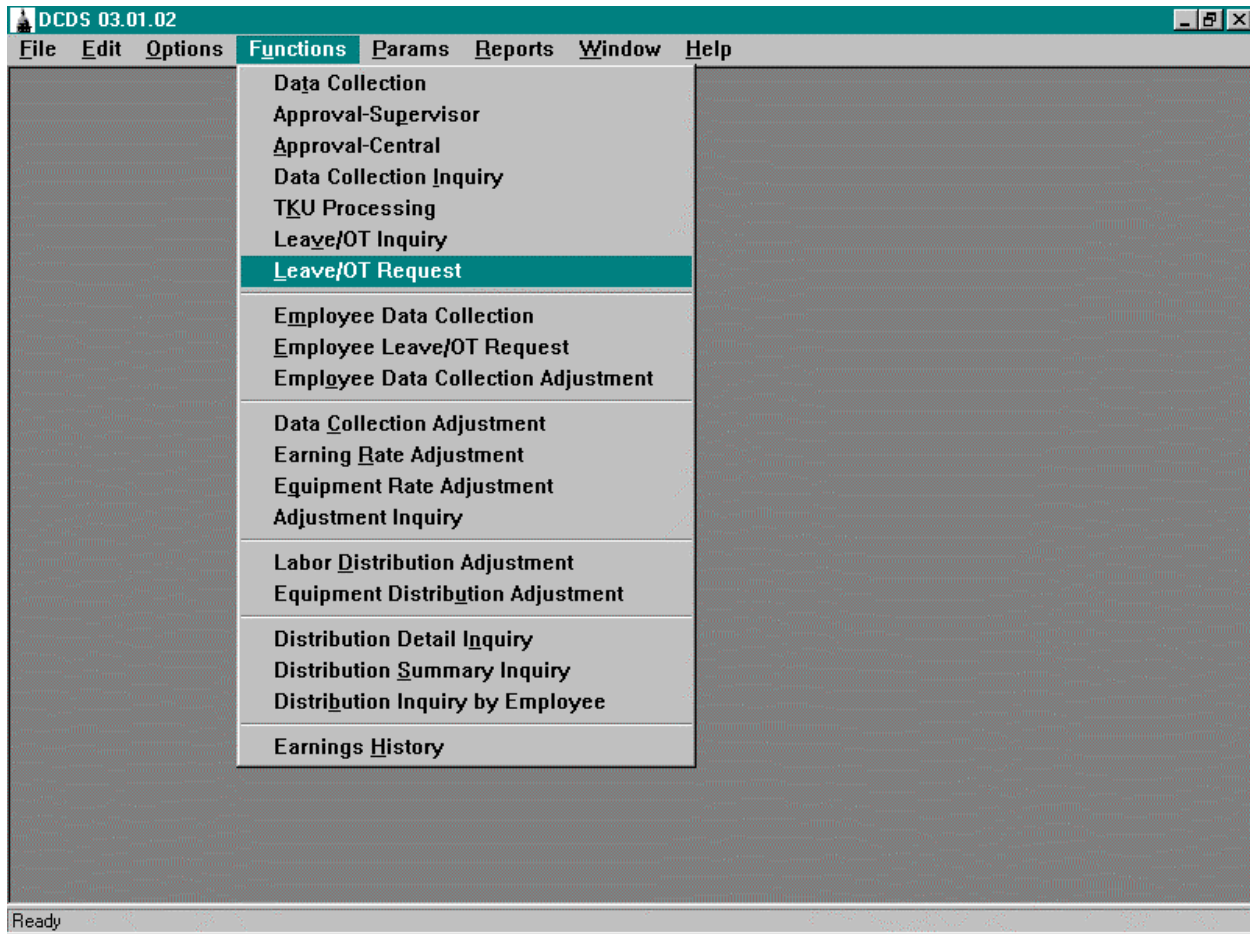
Purpose	This section provides the procedures for Employees to request leave or overtime by using the <u>E</u> mployee Leave/OT (Overtime) Request window and for Timekeepers to enter requests by using the <u>L</u> ease/OT Request window. The window selected depends on whether an agency is allowing employees to request leave/overtime on-line or if a manual process is being used. Both of these windows are identical in content and layout. The employee's current leave balance is also displayed on the window.
Window	Leave/Overtime Request
Reminders	<ol style="list-style-type: none"> 1. The Leave/Overtime Request windows are accessed through the <u>F</u>unctions, <u>L</u>ease/OT Request or <u>E</u>mployee Leave/OT Request items on the menu bar. The Employee Leave/OT Request window is used by employees who are authorized to enter leave/overtime requests on-line. The Leave/OT Request window is used by timekeepers to enter manual requests. 2. The Leave/Overtime Request windows consist of three tabs. The Selection tab is automatically activated when either of the request windows is clicked. The Detail tab allows for the entry of hours. The Comments tab allows for entry of any applicable comments regarding the request (i.e., reason for leave or overtime). 3. The Selection tab contains a Selection Criteria window and a Selection List window. <p>Timekeeper - Leave/Overtime Request Window</p> <p>Timekeepers enter the applicable selection criteria in the Selection Criteria window to select specific employees. The Selection List window displays data that matches the selection criteria. The minimum criteria required is Department. Once the Selection List is established and an employee(s) has been highlighted, the other tabs can then be accessed.</p> <p><i>Continued</i></p>

Leave and Overtime Requests

Reminders <i>(Continued)</i>	Employee - Employee Leave/Overtime Request Window The Employee's selection criteria window displays the employee's Social Security Number only. Once the Select button is clicked, the employees' selection criteria is displayed in the Selection List window, and the other tabs can then be accessed. <ol style="list-style-type: none">4. Updates must be done before the leave request information is submitted. Once the data has been submitted, the information cannot be updated.5. If changes need to be made to a submitted request or an employee is notified that approved leave hours cannot be taken, a new leave request should be submitted. Enter a negative (-) number of hours on the new leave request for the days that cannot be taken. The request is then submitted for approval and the leave hours displayed on the timesheet will change to reflect the new leave hours.6. Agencies have the option to display approved leave request hours on the timesheet and to allow changes to leave hours on the timesheet (<i>see Section 5 for more information on options</i>).7. The Leave/Overtime Request windows display the leave balances available. Requests may be entered for future pay periods, therefore, DCDS does not validate against the leave balances available at the time the request is submitted. A warning will display if earned comp time requested exceeds amount allowed per pay period or total amount for the year.8. All requests that have been submitted for an employee display in descending order until the information is purged. To view previous requests on the window, use the scroll bar that will appear on the right side of the window.9. For explanation of errors/warnings associated with the Leave/Overtime Request <i>see Section 2.3</i>.
References	<i>No Specific References</i>

Main Menu

To display the Leave/Overtime Request windows, select the Functions menu item from the Menu bar and select either Lease/OT Request or Employee Leave/OT Request from the dropdown menu.



Leave/OT Request Timekeeper - Selection Tab

The following window is displayed when Functions, Lease/OT Request is selected from the Menu bar. The steps are described on the following pages.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Leave/Overtime Request

Selection Detail Comments

Select Criteria

Dept: 01 Agy: TKU: SSN: Name:

Select

Selection List

Name	SSN	Appt Date	Dept	Agy	TKU
AMBEAU, KASPARS M III	010-10-5442	12/22/1990	01	01	001
SHAFT, HARLE	010-10-5217	12/25/1998	01	01	001

<=> Submit New Delete Save Close

Ready

DCDS Input Procedures**Leave/OT Request****Timekeeper - Selection Tab (Selection Criteria)**

Follow the steps below to select employees to enter information.

Step	Field Name	Action
1	Dept*	<p>Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default and is automatically displayed</p> <p>Note: When a department has been selected, all valid agencies for the department will be displayed in the agency dropdown list.</p>
2	Agy	<p>Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.</p> <p>Note: When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.</p>
3	TKU	<p>Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. If selecting by Social Security Number to view data for one employee, this field must be blank.</p> <p>Note: If the user is authorized to enter time for only one TKU, that TKU number will automatically display.</p>
4	SSN	<p>Enter the employee's Social Security Number (SSN), if selecting by SSN. The Dept, Agy and TKU fields must be blank before an entry can be made in this field.</p> <p>Note: If selecting by SSN, the name field will be inactive.</p>

DCDS Input Procedures**Leave/OT Request****Timekeeper - Selection Tab (Selection Criteria)**

Step	Field Name	Action
5	Name	Enter the last name or partial last name of the employee if selecting on one employee by name. A department must be selected to use this field. Note: If selecting by name, the SSN field will be inactive.
6	Select button	Click on the Select button located at the upper right side of the window (or press Alt + L). Employee information appears in the Selection List window based on the selection criteria. Employee names will appear in alphabetical order.
7	Selection List window	Highlight the employee from the selection list for which time is to be approved.
8	Detail Tab	Click on the Detail tab to review the information.

**indicates a required field that must be entered*

Timekeeper - Selection Tab (Selection List)

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Appt Date	The employee's appointment date to current position.
Dept	The employee's department number.
Agy	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.

Employee Leave/Overtime Request Employee - Selection Tab

The following window is displayed when Functions, Employee Leave/OT Request is selected from the Menu bar. The only item displayed is the employee's Social Security Number; no other entries are necessary. Once the Select button is clicked, the employee's name, etc. is displayed in the Selection List window. These items are described on the following page.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a sub-window titled "Leave/Overtime Request". The "Selection" tab is active, showing "Selection Criteria" with fields for Dept, Agt, TKU, SSN (590-10-1162), and Name. A "Select" button is present. Below is a "Selection List" table with one entry: AMATO, GREIG EUGENE. At the bottom are navigation buttons: "<=", ">=", "Submit", "New", "Delete", "Save", and "Close".

Name	SSN	Appt Date	Dept	Agt	TKU
AMATO, GREIG EUGENE	590-10-1162	04/25/1993	59	01	001

**Employee Leave/OT Request Window
Employee - Selection Tab (Selection List)**

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Appt Date	The employee's Appointment date to current position.
Dept	The employee's department number.
Agy	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.

Leave/OT Request and Employee Leave/OT Request Detail Tab

The Detail tab will display when an employee is highlighted in the Selection List window and the Detail tab is selected. The Detail tab is provided to enter the hours type and number of hours that are requested for leave or overtime during a pay period. All requests that have been submitted for an employee display in descending order until the information is purged. To view previous requests on the window, use the scroll bar on the right side of the window. The steps are described on the following pages.

DCDS 32

File Edit Options Functions Params Reports Window Help

Leave/Overtime Request

Selection Detail Comments

Dept: 01 Agy: 01 TKU: 001
Name: Blackmon, Zita SSN: 010-10-0974

Hours Type: OVT1 PP End Date: 4/5/97 Approved By: T_DEPT99 Date Submitted: 04/02/97 14:35 Status: APPR

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	0.1													.1

Hours Type: OVT3 PP End Date: 4/5/97 Approved By: Date Submitted: 00/00/00 00:00 Status:

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	4													4.0

For Pay Period: 09/19/1999 - 10/02/1999 Hours Type: ANLV Available Balance: 0.0 (Amount Accrued = 0) Balance Last Updated: 03/06/1999

SKLV 0.0 03/06/1999

<= > Submit New Delete Save Close

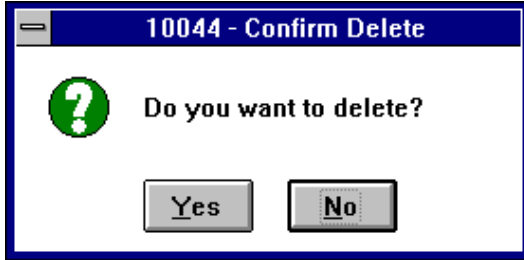
Ready

DCDS Input Procedures**Detail Tab - Entering Leave/Overtime Requests**

Follow the steps below to enter leave and/or overtime request information.

Step	Field Name	Action
1	New button	To display a new row to enter a new leave or overtime request, click the New button.
2	Hours Type	Select or enter the hours type for which leave or overtime is requested.
3	PP End Date	Select or enter the pay period end date for which leave or overtime is requested.
4	Days of the Week	Enter the number of hours in the appropriate day of the week field for which leave or overtime is requested. Note: A positive or negative (-) number of hours may be entered. If submitting a request to change leave hours that were previously requested, enter a negative (-) number of hours. More than one request may be entered within a pay period.
5	Approved By	When the request is approved, the user ID of the approver displays.
6	Date Submitted	When the request is submitted, the date displays.
7	Status	Displays the status of the request. One of the following displays: SUBM - Submitted APPR - Approved RJCT - Rejected
8	For Pay Period	The current pay period start and end dates.
9	Hours Type	The type of leave hours available.
10	Available Balance	Displays the amount of hours available for each hour's type. The accrual does not display for the current pay period. To view the accrual amount, scroll to the previous pay period.
11	Balance Last Updated	Displays the last date the balance was updated. Note: This date may be different than the current pay period end date.

DCDS Input Procedures**Detail Tab - Entering Leave/Overtime Requests**

Step	Field Name	Action
12	Save Button	Click on the Save button (or press Alt + S) to save the request information entered.
13	Delete button	<p>To delete the request, click on the Delete button (or press Alt + D). When the button is selected, a pop-up window displays to confirm the action. Click the Yes button to delete the request or click the No button to cancel the action.</p>  <p>Note: The request may only be deleted before it is submitted.</p>
14	Submit button	<p>If the request is ready to be approved, click on the Submit button (or press Alt + M) or if entering comments, click on the Comments tab (follow the steps on the next page). Once the request is submitted, no further changes can be made.</p> <p>Note: When the request is submitted, the current date displays in the 'Date Submitted' field, and the Status of the request displays 'SUBM.'</p>
15	Close Button	Click the Close button (or press Alt + C) to close the Leave/OT Request window. Make sure changes have been saved.

Leave/OT Request and Employee Leave/OT Request Comments Tab

The Comments tab displays any comments that have been entered for the pay period. The Comments tab is provided to enter a reason for requesting leave or overtime. Comments may be changed until the request has been approved. The steps are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Leave/Overtime Request

Selection	Detail	Comments			
Dept: 59	Agy: 01	TKU: 100			
Name: ANDREWS, MERCEDES A	SSN: 590-01-0015				
Hours Type	Day	Date	Start Time	End Time	Comments
OVT1	Su	Jun 24	10	11	Test
OVT1	Mon	Jun 25	10	11	test Leave OT Request comments screen for multiple comments entry
OVT1	Tue	Jun 26	8	10	Test -
OVT1	Wed	Jun 27	9	10	Overtime

< >

Submit New Delete Save Close

Ready

DCDS Input Procedures**Comments Tab - Entering Comments for Leave/Overtime Requests**

Follow the steps below to enter comments for a leave and/or overtime request.

Step	Field Name	Action
1	Hours Type	Displays the hours type entered on the Detail tab.
2	Day	Displays the day of the week for which the comment is being entered.
3	Date	Displays the date for which the comment is being entered.
4	Start Time	Enter the time for which leave or overtime is to begin.
5	End Time	Enter the time for which leave or overtime is to end.
6	Comments	Enter comments. These comments will automatically be displayed on the timesheet (Data Collection).
7	Save button	Click on the Save button (or press Alt + S) to save the information entered.
8	Submit button	Click on the Submit button (or press Alt + M) to submit the request to be approved. Once the request is submitted, only comments may be changed, if NOT approved. Once a request is approved, no changes can be made.
9	Close button	Click the Close button (or press Alt + C) to close the Leave/OT Request window. Make sure changes have been saved.